



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-2523	POSITION TITLE: Committee Director
OPENING DATE: 10/4/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$90k - \$110k per year	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Trayon White, Sr.
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Ward 8 Councilmember Trayon White, Sr. is seeking a Committee Director for the Committee on Recreation, Libraries and Youth Affairs. The Committee is responsible for public libraries; public parks and recreation; cable television and entertainment; matters relating to Caribbean, Latino, African, African American, and Asian and Pacific Islander affairs; and youth affairs (other than juvenile justice).

The Committee Director will manage the activities of the Committee on Recreation, Libraries and Youth Affairs of the Council. Standing Committees of the Council review, analyze and make recommendations to the full Council relative to legislation that is officially referred to one of the Standing Committees. The Committees of the Council provide detailed review of proposed legislation prior to the measure being voted on by the full Council. Committees are responsible for conducting hearings on proposed legislation and oversight matters. The Committees respond to problems that exist or may arise within agencies and/or instrumentalities of the District of Columbia government; directly respond to constituent requests; review proposed contracts and reprogramming; exercise oversight over executive agencies, boards, commissions and offices; and conduct annual performance and budget hearings. The Committee Director provides leadership, management, planning and monitoring of programs, operations, expenditures, activities, and

legislation for the assigned Standing Committee. The incumbents of this position are appointed by the Chairman of the Committee with approval by resolution by the full committee.

Within the Councilmember's office, the Committee Director oversees committee operations including hearings, markups of legislation referred to the committee, and modification and approval of fiscal year budgets of the committee's agencies.

The Committee on Recreation, Libraries and Youth Affairs oversees the following agencies:

- Advisory Commission on Caribbean Community Affairs
- Board of Library Trustees
- Commission on African Affairs
- Commission on African American Affairs
- Commission on Asian and Pacific Islander Affairs
- Commission on Fathers, Men, and Boys
- Commission on Latino Community Development
- Department of Parks and Recreation
- Department of Youth Rehabilitation Services
- District of Columbia Public Library System
- District of Columbia Public Library Trust Fund
- Juvenile Abscondence Review Committee
- Office of Cable Television, Film, Music and Entertainment
- Office of East of the River Services
- Office on African Affairs
- Office on African American Affairs
- Office on Asian and Pacific Islanders Affairs
- Office on Caribbean Affairs
- Office on Fathers, Men, and Boys
- Office on Latino Affairs
- Public Access Corporation
- Serve DC

POSITION ATTRIBUTES:

The major functions of this position are:

- Manages operations of the committee office, including either the direct responsibility for, or delegation and management of:
 - Scheduling and arranging for committee hearings and regular meetings.
 - Preparing materials for performance and budget oversight processes.
 - Staffing the Councilmember at committee hearings and relevant meetings of areas in their purview.
 - Drafting committee reports on legislation being passed in committee.

- Reviewing and amending legislation referred to committee.
- Serves as a confidential advisor and assistant to the Councilmember on committee matters.
- Ensures that the committee meets regular and rigid deadlines related to the legislative process.
- Engages in policy and research to inform the committee's legislative, oversight, and budget functions.
- Represents the Councilmember on task forces, boards, and commissions, as needed.
- Supervises, coaches, and evaluates committee/legislative staff, in coordination with the Councilmember's Legislative Director.
- Works with the Councilmember's communications staff to assist in translation of committee activities to external communications. This may include high-level strategic communications as well as review of communications collateral for accuracy.
- As needed, assists the Councilmember's constituent services staff in engagement with agencies under their committee and legislative portfolio, to assist in the resolution of constituent casework.

The incumbent of this position has daily contact with the staff throughout the Council, the public, business community, advocacy groups, staff from the Executive Branch of the District government and the federal government.

As staff for a Ward Councilmember, the Committee Director may at times advise and represent the Councilmember in community engagement with constituents and Advisory Neighborhood Commissioners, particularly for matters within their committee and legislative portfolio.

INCUMBENT ATTRIBUTES

Successful incumbents of this position will have education or work experience in public affairs, administration, policy, budgeting, and other related fields that exhibit the possession of the skills and competencies for a leadership position assigned to a legislative organization such as a City Council or a state legislature. Education or experience must show both breadth and depth and demonstrate the possession of organizational skills and competencies. The successful incumbent will have experience in managing a staff and guiding their professional growth within the office.

Skills and Competencies required for success:

- Maintains familiarity with current trends in areas of expertise.
- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing assignments. Effectively evaluates and uses new ideas to enhance results. Is able to focus on assignments during periods of change or uncertainty.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance in order to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.
- Communications – Communicates with individuals and groups effectively and professionally. Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed.
- Customer/Citizen Focus – Demonstrates a “customer/citizen service orientation” and is courteous and respectful in dealing with the public and internal staff. Provides requested information and services in

a timely and effective manner and follows through on commitments. Seeks to understand and meet expectations and responds to their concerns.

- Decision Making – Makes sound, well-informed decisions and can clearly explain rationale. Identifies and encourages new ideas and innovations. Develops new insights into situations and uses effective approaches for choosing a course of action or developing appropriate solutions.
- Initiating Action – Takes prompt action when confronted with a problem or made aware of a situation. Implements potential solutions without prompting and does not wait for others to take action or to request action. Anticipates the future and acts appropriately in difficult situations.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and is completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- People Management – Assigns, develops, and motivates staff to complete assignments in an effective manner. Appropriately delegates responsibility and authority, provides timely and constructive performance feedback, and encourages staff development.
- Political Acumen – Is highly literate in, or willing to learn, the political and media environment of the District of Columbia and the office's place within it, as well as the function of the functions of the Council and District of Columbia Government.
- Relationship Management – Effectively establishes and maintains rapport with a broad variety of stakeholders. Develops and manages collaborative relationships to carry out assignments and Council goals and objectives. Utilizes tact, diplomacy, and ethical behavior in dealing with others.
- Self-Reflexivity – Engages in regular self-reflective practice, examines personal and professional biases, and maintains an understanding of how backgrounds of race, class, ability, and personal background impact the dynamics of a diverse workplace.
- Writing – Is able to write in a variety of genres and for different audiences, including legislative drafting, technical writing, memoranda, and speeches/talking points. Works with the Councilmember to gain an understanding of appropriate personal and political voice.

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work in a high paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with generous opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council's legislative calendar provide opportunities to balance out periods of necessarily high-intensity work, particularly around performance oversight and budget formulation. The office strives to create a leave policy and overall culture to minimize the potential for burnout, or to identify and correct for it when it may arise.

More detailed performance expectations will be developed with the Councilmember.

HOW TO APPLY:

Please send a resume, cover letter, and writing sample to Wanda Lockridge @wlockridge@dcouncil.gov. Please include "COMMITTEE DIRECTOR" in the subject line.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO STATEMENT: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
